

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

Number: WIAB00-89

Date: May 10, 2001  
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA PARTICIPANT REPORTING HANDBOOK FOR PERFORMANCE

This information bulletin transmits the Workforce Investment Act (WIA) participant reporting requirements and the *WIA Participant Reporting Handbook*.

The State is required to use the Unemployment Insurance Base Wage File (BWF) to determine the employment status of clients that exit the WIA program. However, for those individuals not found in the BWF, the Department of Labor (DOL) allows the use of supplemental information to verify employment. The DOL requirements pertaining to the collection and use of supplemental data are specified in Training and Employment Guidance Letter (TEGL) 7-99, dated March 3, 2000.

The Job Training Automation (JTA) System process for base wage distribution and supplemental data collection was included in the JTA System Release 4.09 that was issued on February 8, 2001. Subsequently, WIA base wage information for the period ending December 31, 2000, was released in the JTA System Release 4.11 that was issued on April 13, 2001. Distribution of the WIA base wage information is restricted by the unemployment insurance code, and may only be distributed to the Local Workforce Investment Areas (LWIA).

Once supplemental data has been key entered into the JTA System based on the guidelines in the attached handbook, the data will be collected with the required participant data by way of the Extract Individual Participant Data (XWID) process. The XWID process was included in the JTA System Release 4.07 that was issued on November 10, 2000. The WIA funded entities are required to submit their error free XWID data by the 20th of each month for the preceding month.

The attached *WIA Participant Reporting Handbook* contains instructions for transmitting the XWID, viewing base wage data and instructions on entering supplemental data into the JTA System. Other chapters will be added to this handbook as the participant reporting process continues to develop.

Please share this information bulletin with your local area Management Information System and reporting staff. Questions concerning the WIA base wage match or supplemental data may be directed to Diane Bonar, Performance Management Unit, at (916) 654-8305. Questions concerning the JTA System or the XWID process should be directed to the JTA Help Desk at (916) 653-0202.

/S/ BILL BURKE  
Chief

Attachment is available on the Internet:

[WIA Participant Reporting Handbook](#)